



## ***Defense Travel System***

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# **DTS Guide to Processing Authorizations for the New Fiscal Year**

## **Version 1.0**

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## Revision History

Date	Revision Number	Authorization	Revision/Change Description	Page, Section

## Table of Contents

<b>1</b>	<b>Purpose .....</b>	<b>1</b>
<b>2</b>	<b>Overview .....</b>	<b>1</b>
2.1	Reference Materials .....	1
<b>3</b>	<b>Travel That Starts in New Fiscal Year .....</b>	<b>2</b>
3.1	Steps for Creating an Authorization for Travel in New Fiscal Year .....	2
3.2	Steps for Approving an Authorization When New Fiscal Year Funding Is Available .....	4
<b>4</b>	<b>Travel Crossing Fiscal Years .....</b>	<b>5</b>
4.1	Steps for Creating an Authorization for the Portion of Travel That Occurs in the Current Fiscal Year .....	5
4.2	Steps for Creating an Authorization for the Portion of Travel That Occurs in the New Fiscal Year .....	8
4.2.1	Steps for Amending the Authorization in the New Fiscal Year .....	8

# 1 Purpose

The purpose of this document is to provide the user/traveler, the Approving Official (AO), and the Finance Defense Travel Administrator (FDTA) with an overview of the process for preparing DTS travel authorization documents for travel that starts in the new fiscal year, or crosses the fiscal year. This guide should only be used when travel meets these criteria.

## 2 Overview

Preparing DTS documents for travel that occurs in a new fiscal year or crosses fiscal years requires a specific process as described in this guide. The fiscal year is different than a calendar year. The Fiscal Year for the Department of Defense begins on 1 October and ends on 30 September of the following calendar year. Travel that begins on or after 1 October is considered as travel that starts in the new fiscal year. Travel that begins prior to or on 30 September, and ends on or after 1 October within the same calendar year is considered to cross the fiscal year.

The following identifies the period of time for fiscal years 2003 and 2004:

Fiscal year (2003): 1 October 2002 – 30 September 2003

Starts the new Fiscal year (2004): 1 October 2003

Fiscal year (2004): 1 October 2003 – 30 September 2004

### 2.1 Reference Materials

The following documents provide additional information on the Fiscal Year Rollover process:

<u>Document</u>	<u>Available From</u>
DTS Defense Travel Administration Guide (Manual)	<a href="http://www.defensetravel.osd.mil">www.defensetravel.osd.mil</a> (Training section – DTA Guide)
DTS Financial Field Procedures Guide – section 2	<a href="http://www.defensetravel.osd.mil">www.defensetravel.osd.mil</a> (Document Library section)
DTS DTA Guide to Establishing LOAs and Budgets for the New Fiscal Year	<a href="http://www.defensetravel.osd.mil">www.defensetravel.osd.mil</a> (Document Library Section)

### 3 Travel That Starts in New Fiscal Year

This section provides guidance to the user/traveler and Approving Official on creating and approving DTS authorizations for travel that starts in the new fiscal year. Refer to section 2.0 that identifies current fiscal year versus new fiscal year. There are two scenarios that apply:

1. A user/traveler creates the travel authorization in the current fiscal year for travel that starts in new fiscal year. For example, user/traveler creates the travel authorization on 15 September 2003 (current fiscal year) for travel that starts on or after 1 October 2003 (new fiscal year).
2. A user/traveler creates a travel authorization in the new fiscal year for travel that starts in the new fiscal year. For example, user/traveler creates the travel authorization on 1 October 2003 (new fiscal year) for travel that begins on or after 1 October 2003 (new fiscal year).

Documents created in DTS that meet the above criteria should not be stamped approved by the Approving Official, until the FDTA establishes the new fiscal year LOAs and the new funding for the budget within DTS. Note: Funding for the new fiscal year is made available by a funding authority external to DTS.

For travel that requires ticketing before the AO can approve the document in DTS (new fiscal year funding has not been approved), the traveler should follow VOCO Order guidelines. The verbal approval will allow the CTO to ticket the trip, which will update DTS with the ticketed information. The Transportation Official typically provides verbal approval; however, this may vary by site. The AO will still be required to digitally approve the document after new fiscal year funding has been approved.

#### 3.1 Steps for Creating an Authorization for Travel in New Fiscal Year

Case A: A travel authorization created in the current fiscal year for travel that starts in new fiscal year. For example, today is 15 September 2003 and the user creates the authorization for travel that starts on 5 October 2003 (new fiscal year).

Case B: A travel authorization created in the new fiscal year for travel that starts in the new fiscal year. For example, today is 2 October 2003 and the user creates the authorization for travel that starts on 5 October 2003 (new fiscal year).

1. Create the travel authorization in DTS, as usual (i.e, enter itinerary, select travel arrangements, enter the associated expenses for the trip).
2. Prior to signing the document, the following must occur:
  - From the accounting screen (screen ID 1067.1), select an LOA for the new fiscal year. If a new fiscal year LOA is not available (i.e., *the FDTA has not loaded the new fiscal year LOAs into DTS*), leave the LOA selection blank. Leaving the LOA selection blank, in this instance, is acceptable. This triggers the pre-audit flag for “ACCT CODES EXIST”. The user/traveler must provide Justification to the Approving Official on the pre-audit Screen (screen ID 1043.1) as shown below:

Reason Flagged	Item Description	* Justification to Approving Official
→ ACCT CODES EXIST	→ NO ACCT CODE/S ASSIGNED	Travel occurs in new fiscal year, LOA and budget is not currently available.

- The user/user/traveler will need to provide comments to the Approving official before signing the document. Go to the Preview Trip screen (screen ID 1064.5) to enter comments as follows:

“Travel is for next fiscal year. Do not approve until funding becomes available.”

**Preview Trip**

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

**Overall Starting Point**

Itinerary: [Edit](#)      Leave From:      RES: FAIR LAKE, VA      Comments to the Approving Official:

Leave:      10-Dec-12

- Proceed to the Digital Signature screen to sign the document when the steps above have been completed. After the document is signed, the normal routing process continues, with the following exception: The AO must hold the document for approval until notified by the FDTA that future year funding is available and loaded in DTS. See section 3.2 for steps when funding becomes available.

### 3.2 Steps for Approving an Authorization When New Fiscal Year Funding Is Available

When the new funding becomes available, the FDTA must establish the new fiscal year LOAs and budgets in the DTS Budget Module. This process is explained in the *DTS DTA Guide to Establishing LOAs and Budgets for the New Fiscal Year* document, located on the DTS website in the Documents & Downloads/Document Library section.

After the FDTA completes this process, the FDTA must inform the AOs within the organization that the documents pending approval that cite the new fiscal year LOAs can now be reviewed for approval.

Once the AO is notified that the new fiscal year LOAs are available, the AO can adjust and approve the authorization in DTS as follows:

1. Case A: The travel authorization was created in the current fiscal year for travel that starts in new fiscal year. Apply the following modification.

*From the itinerary, trip over view screen, change the date of the authorization to reflect a date in the new fiscal year (i.e., on or after 1 October 2003).*

Note: This authorization date must be modified for DTS to find the correct budget and determine that funds are available. If this date is not changed to reflect the new fiscal year, this will cause the funding alert to trigger and require over-ride permissions for budget.

The screenshot displays the 'Trip Overview' screen in Microsoft Internet Explorer. The 'Overall Ending Point Information' section shows the 'End Date' as 10/11/2003. The 'Other Trip Information' section shows the 'Authorization Date' as 09/09/2003. A calendar pop-up is open, showing the month of October 2003, with the date 10/11/2003 selected. The 'Authorization Date' field is highlighted with a red star, indicating it is a required field. The 'Trip Number' is 1. The 'Comments for Travel Order' section contains the text: 'Travel is for next fiscal year. Do not approved until funding becomes available.'

Arrive:	1140 - 05-Oct-03 - MEM-Memphis, Tn (Usa)
Carrier / Flight:	Northwest Airlines (NW) 455
Depart:	1240 - 05-Oct-03 - MEM-Memphis, Tn (Usa)
Arrive:	1440 - 05-Oct-03 - MSP-Minneapolis / St. Paul, Mn (Usa)
Carrier / Flight:	Northwest Airlines (NW) 752
Depart:	0840 - 11-Oct-03 - MSP-Minneapolis / St. Paul, Mn (Usa)
Arrive:	1122 - 11-Oct-03 - DTW-Detroit, Mi (Usa) (Metropolitan Apt)
Carrier / Flight:	Northwest Airlines (NW) 236
Depart:	1205 - 11-Oct-03 - DTW-Detroit, Mi (Usa) (Metropolitan Apt)
Arrive:	1323 - 11-Oct-03 - DCA-Washington, Dc (Usa) (National Apt)
Embassy Suites Minneapolis	05-Oct-03
11-Oct-03	

2. Case A or B: If the new fiscal year LOA's are not on the document, update the accounting data.
  - From the accounting screen (screen ID 1067.1), select an LOA(s) for the new fiscal year. If a new fiscal year LOA is not available (i.e., *the FDTA has not loaded the new fiscal year LOAs into DTS*), contact the FDTA and do not continue with the approval process.
3. Case A or B: Continue the routing and approval process.

## 4 Travel Crossing Fiscal Years

This section provides guidance to the user/traveler and Approving Official on creating and approving DTS authorizations for travel crossing fiscal years. For example:

A user/traveler may need to create an authorization in current fiscal year for travel that begins on 26 September 2003 (in current fiscal year), and ends on 8 October 2003 (new fiscal year).

Note: This will be a two-step process. The first step will create the authorization for the portion of the travel that takes place in the current fiscal year. The second step will require the user/traveler to amend the authorization to include the portion of the travel that takes place in the new fiscal year. However, this second step cannot occur until after the FDTA has established the new fiscal year LOAs and budgets in DTS.

### 4.1 Steps for Creating an Authorization for the Portion of Travel That Occurs in the Current Fiscal Year

1. Create the travel authorization in DTS. In the itinerary section (screen IDs 1151.1 or 1039.1), the travel dates should only be entered through the portion of the trip that occurs in the current fiscal year. For example, the user/traveler indicates on the itinerary that the travel starts 26 September and ends 30 September, even though the actual trip extends beyond 30 September).
2. In the reservation section, DTS will pre-populate the return flight date and lodging/rental return date fields to the return date from the itinerary screen (for example, 30 September). The user/traveler should update the reservation date fields to reflect the expected return date (for example, the true return date on 8 October), and allow the CTO to make travel arrangements and reservations as necessary for the actual dates of travel. The user/traveler/AO will see highlighted entries in the trip preview screens, indicating that the reservation dates (26 September – 8 October) are outside the travel dates (26 September – 30 September). The traveler will adjust the actual itinerary travel dates to show that the travel continued into the new fiscal year in an amendment to the authorization, once funding for the next fiscal year becomes available.

*Note: We are planning a maintenance release to fix a current "bug" in DTS, which prevents the user/traveler from booking a return flight outside of the itinerary dates*

(after 30 September). Users attempting to change the date to arrange a return flight prior to the implementation of the maintenance release will receive an error message. If this happens, select your outbound flight from the list of available flights in DTS and provide a comment requesting CTO assistance to book the return flight on the required date.

**Air Travel - Enter Search Information - Microsoft Internet Explorer**

Logged In As: [Eric Bailey](#) Document Name: EBSTLOUISMO092503\_A01 Screen ID: 1070.1  
 Traveler Name: [Eric Bailey](#) Document Type: Authorization

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

**Air** Lodging Rental Car Rail Other Trans.

**Air Travel**

Use this screen to request your air travel.

**Required Search Criteria**

Please Note: A **Red Star (\*)** indicates a field is required.

\*Departure Airport (airport code or city name):  
 STL - St. Louis, Mo (Usa) (Lambert Int'L Apt)

\*Arrival Airport (airport code or city name):  
 DCA - Washington, Dc (Usa) (National Apt)

\*Arrival or Departure:  
 Departing: 10/09/2003 09:00 AM  
 (mm/dd/yyyy)

☐ Show Alternate Airports  
 Date cannot be after the end of the itinerary.

[Search Availability](#)

**Trip Summary**

**Overall Starting Point**

Leave From:	RES: FAIRFAX, VA	<a href="#">Edit</a>
Leave:	25-Sep-03	

**Location 1: ST. LOUIS, MO**

Leave From:	RES: FAIRFAX, VA	<a href="#">Edit</a>
TDY/TAD Loc:	ST. LOUIS, MO	
Arrive:	25-Sep-03	
Leave:	30-Sep-03	
Carrier/Flight:	American Airlines (AA) 2899	<a href="#">Edit</a>
Depart:	10:00AM - 25-Sep-03 - DCA - Washington, Dc (Usa) (National Apt)	<a href="#">Remove</a>
Arrive:	11:14AM - 25-Sep-03 - STL - St. Louis, Mo (Usa) (Lambert Int'L)	

**Overall Ending Point**

Leave From:	ST. LOUIS, MO	<a href="#">Edit</a>
Return Loc:	RES: FAIRFAX, VA	
Arrive:	30-Sep-03	

Page: Travel - Lodging [Continue](#)

Note error message. If you see this message, simply provide a comment to the CTO to book your return flight as needed. A maintenance release is scheduled to allow the traveler to book round-trip

**Rental Car - Car Selected - Microsoft Internet Explorer**

Logged In As: [Eric Bailey](#) Document Name: EBSTLOUISMO092503\_A01 Screen ID: 1097.1  
 Traveler Name: [Eric Bailey](#) Document Type: Authorization [Close Window](#) [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Lodging **Rental Car** Rail Other Trans.

**Rental Car**

Use this screen to save the selected rental car.

TDY/TAD Location: ST. LOUIS, MO  
 Pick-Up Date: 25-Sep-03  
 Pick-Up Time: 12:00PM  
 Drop-Off Date: 09-Oct-03  
 Drop-Off Time: 6:00PM

**Rental Car Selected**

**\$ 129.00 / week** (not including taxes or fees)

Rental Car: **Dollar Rent-A-Car**  
 Car Class: **Compact Car**  
 Location: **STL-St. Louis, Mo**  
 Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of \$5 per day.  
 Restrictions: Weekly \$129.00, Extra Day \$25.00, Extra Hour \$9.00, Estimated Total Cost \$481.75, Unlimited miles/kilometers

Enter the following details:

→ Method of Reimbursement: GOVOC

Comments to the Travel Agent:

→

[Find Different Rental Car](#)

**Trip Summary**

**Overall Starting Point**

Leave From: **RES: FAIRFAX, VA** [Edit](#)  
 Leave: 25-Sep-03

**Location 1: ST. LOUIS, MO**

Leave From: **RES: FAIRFAX, VA** [Edit](#)  
 TDY/TAD Loc: **ST. LOUIS, MO**  
 Arrive: 25-Sep-03  
 Leave: 30-Sep-03

Carrier / Flight: American Airlines (AA) 2899 [Edit](#)  
 Depart: 10:00AM - 25-Sep-03 - DCA-Washington, Dc (Usa) (National Apt) [Remove](#)  
 Arrive: 11:14AM - 25-Sep-03 - STL-St. Louis, Mo (Usa) (Lambert Int'L)

Rental Car: Dollar Rent-A-Car [Edit](#)  
 Pick-Up: 25-Sep-03 12:00PM [Remove](#)  
 Drop-Off: 09-Oct-03 6:00PM [Remove](#)

Lodging: Courtyard St. Louis West [Edit](#)  
 Check-In: 25-Sep-03 [Remove](#)  
 Check-Out: 09-Oct-03 [Remove](#)

**Overall Ending Point**

Leave From: **ST. LOUIS, MO** [Edit](#)  
 Return Loc: **RES: FAIRFAX, VA**  
 Arrive: 30-Sep-03

Lodging and rental "flagged" because they are out of the itinerary dates.

3. The user/traveler will also need to adjust the "should cost" for the rental car (if applicable) by adding a "Commercial Auto" expense on an amendment to the authorization or on the voucher from authorization upon completion of travel.
4. User/traveler adds any other applicable expenses and selects a LOA *for the current fiscal year only*.
5. Before signing, the user/traveler should add a comment to the AO: "Travel crosses fiscal year. This authorization includes current fiscal year itinerary and expenses only."
6. After the user/traveler applies his/her digital signature, the document routes to the CTO for booking of transportation and lodging/rental arrangements.
7. Document then routes to Authorizing Official for approval.
8. Upon AO approval, DTS routes the passenger name record (PNR) to the CTO for ticketing and also sends the current year obligation transactions to the DADS.

## 4.2 Steps for Creating an Authorization for the Portion of Travel That Occurs in the New Fiscal Year

When the new fiscal year funding becomes available, the FDTA must load the appropriate budget in the DTS Budget Module. This process is explained in the *DTS DTA Guide to Establishing LOAs and Budgets for the New Fiscal Year* document, which is available on the DTS website in the Documents & Downloads/Document Library section.

After the FDTA completes this process, the FDTA must inform the AOs and travelers within the organization. This allows the user/traveler to amend the original authorization to update the itinerary to include the portion of the travel that takes place in the new fiscal year and apply the additional LOA for the new fiscal year.

### 4.2.1 Steps for Amending the Authorization in the New Fiscal Year

1. Create the Amendment for the authorization. Add comments as shown below to identify the purpose of the amendment.

Adjust - Microsoft Internet Explorer

Logged In As: Eric Bailey Document Name: EBDTROITAI092803\_A01 Screen ID: 1004.1  
Traveler Name: Eric Bailey Document Type: Authorization

**Create Amendment**

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: Bailey,Eric  
Traveler SSN: 384-01-6543  
Amendment Name: EBDTROITAI092803\_A01-01

Comments:  
Amending to add new fiscal year information.

OK Cancel

Need to amend original authorization to add information (and LOA) related to new fiscal year. This cannot be done until notified by the FDTA/AO that new fiscal year funding is available.

2. As part of the amendment process, the user/traveler must change various dates of the itinerary and the creation date of the authorization to reflect the dates for the new fiscal year. If the creation date is not updated, DTS will attempt to fund the entire authorization in the DTS Budget Module from the prior fiscal year (based on the original creation date). Updates for itinerary should also include the Per Diem Location (Screen ID 1041.1, which is not displayed here) travel dates for the portion of the trip that occurs in the new fiscal year

**Amendment Process:**  
Adjust itinerary to reflect expected/actual return date and change authorization date to a date in the new fiscal year (the date you are creating the amendment).

3. User/traveler updates the list of expenses to add any expenses applicable to the new fiscal year.

**Add expenses for new fiscal year as appropriate. Example of additional hotel taxes and return taxi ride.**

Expense Type	Date	Cost
Registration Fees	09/28/03	\$85.00
Taxi - Airport	09/28/03	\$15.00
Hotel Room Tax	09/30/03	\$30.00
Hotel Room Tax	10/10/03	\$100.00
Taxi - Airport	10/10/03	\$15.00
Total Expenses:		\$245.00

4. User/traveler adds LOA(s) to fund the new fiscal year portion of the travel. This will require the user/traveler to allocate expenses between the two LOAs. Typically, the **Allocate by Date** feature is used for travel that crosses fiscal years, with all expenses

prior to 30 September being charged to the prior fiscal year LOA and all expenses for 1 October and beyond charged to the new fiscal year LOA. Please contact the FDTA to verify how to allocate travel expenses between the two fiscal years.

**Multiple Accountings - Microsoft Internet Explorer**

Logged In As: [Eric Bailey](#) Document Name: EBDTROITM1092803\_A01-01 Screen ID: 1047.1  
 Traveler Name: [Eric Bailey](#) Document Type: Authorization [Close Window](#) [Help for this screen](#)

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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign  
 Accounting Codes

**Allocate Expenses by Date**

You can allocate trip expenses to multiple accounting codes based on travel dates.

Trip Start Date: 28-Sep-03  
 Trip End Date: 10-Oct-03

View/Edit Accts Code	Start Date	End Date	Total
03 Crossover	09/28/2003	09/30/2003	\$2,476.84
04 Crossover	10/01/2003	10/10/2003	\$0.00

Amount that is not allocated: \$0.00

**Expenses Summary**

Expense allocated by Expense Category

<b>03 Crossover</b>	
COM. CARR.-C:	\$268.84
LODGING:	\$1,426.00
M&IE:	\$625.00
OTHER:	\$115.00
RENTAL CAR:	\$42.00
<b>03 Crossover Sub Total:</b>	<b>\$2,476.84</b>
<b>Calculated Trip Cost:</b>	<b>\$2,476.84</b>

Allocation of expenses by date; after inputting dates, select "Calculate Totals" and "Save Allocations".

Proceed to the following page:

- Proceed to the Digital Signature screen (screen ID 1059.1) to sign the document when the steps above have been completed. After the document is signed, the normal routing process continues, with the following exception: The AO must hold the document for approval until notified by the FDTA that future year funding is available and loaded in DTS. See section 3.2 for steps when funding becomes available.